

Mass Communication Foundations – Graphic Design

Course Syllabus

Defense Information School
Fort Meade, Maryland 20755
“Strength through Truth”





Defense Information School

Welcome to DINFOS!

Over the last 80 years, military members have been provided formal training by a variety of schools in the skills and expertise needed to document and communicate the actions of the Services and the Department of War (DoW). The consolidation of the Defense Information School and the Defense Visual Information School in fiscal year 1996 and further consolidation with the Defense Photography School in fiscal year 1998 created a single training location for these specialties. In 2004, the move of the Navy and Marine Corps lithography training from the Defense Mapping School/National Geospatial Intelligence School completed the formal merger of training for all DoW communication specialties.

Advancements in information technology and base realignment and closure initiatives contributed to the evolution of public affairs and visual information training. The result is a single school proud of its historical roots and dedicated to serving the diverse training requirements for public affairs and visual information.

Mass Communication Foundations (MCF) – Visual Documentation

Term: Resident only / 22 training days / 176 hours

Location: Defense Information School (DINFOS)

Address: 6500 Mapes Road Fort Meade, Maryland 20755

Class Hours: Monday-Friday / 0855-1630

Instructor: Assigned instructional team from the Directorate of Training (DOT)

Email: Use your dinfos.edu account for all communication with the school. Get into the habit of checking your dinfos.edu account daily.

1. Course Description

In the Mass Communication Foundations (MCF) - Graphic Design course, students will learn their roles as communicators and problem solvers in every phase of production. In an extension of the Mass Communications Foundations course, students use a project-oriented approach, students communicate with customers to understand and address client needs, and use critical, creative and design thinking to identify problems and generate solutions in support of themes and messages. Students learn to conceptualize and use design thinking and the design process, and apply the key elements and principles of design as they create distinctive visual designs, communicating themes and messages accurately and thoughtfully into graphic design products. Students will examine and apply brand identity in the design process, and gain skills in digital illustration and page layout, applying best practices in typography, color theory, layout, composition, and visual hierarchy to print, interactive and Internet design projects.

In a project-oriented approach, instruction includes managing creative workflow through project-management best practices. Students will to conceptualize ideas through traditional and digital techniques and the use of digital drawing tablets. They learn graphic design concepts and skills, with emphasis on design and layout techniques, as well as image composition, editing tools, and managing color and format while creating products for delivery across multiple platforms. Students will learn and apply various vector- and raster-based design techniques, including shading, blending and color application, and use design software to create vector- and raster-graphics, create animation, and learn to package their products into interactive multimedia products for use in web and browser-based platforms, and in multiple print applications.

In the course capstone, each student will produce a portfolio of their work. They will demonstrate their design skills and abilities in an individual presentation to peers, faculty and staff, and will receive both peer and instructor feedback and critique on their presentations.

2. Course Objectives

The course objectives are aligned with the Military Communication Competency Model, a continuum of learning for military communicators. Upon completion of this course, students will be able to:

1. Create an interactive multimedia product
2. Create a vector image for multiplatform use
3. Create a raster image for multiplatform use
4. Identify appropriate data visualization elements
5. Create animation
6. Apply digital drawing techniques
7. Apply graphic design workflow

3. Course Prerequisites

Refer to Army Training Requirements and Resources System (ATRRS) site:
<https://www.atrrs.army.mil/atrrscc/>. Use school code 212.

4. Instructional Methods

This course employs a combination of:

Lectures and Discussions. Foundational theories and real-world applications.

Practical Exercises. Graphic design and social media exercises.

Case Studies. Analysis of historical military public affairs operations.

Assessments. Performance exams, projects and written exam.

5. Course Materials

Google Classroom: All course material is located in the course Google Classroom. Use the link provided by your instructor to access course content and assignments.

Resources and References. Resources are located in the Google Classroom.

- Costello, V. (2023). *Multimedia Foundations* (3rd ed.). Focal Press.
- Department of Defense. (2018, April 23). *DoDI 5040.02 Visual Information (VI) CH 2*. U.S. Department of Defense:
<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/504002p.pdf?ver=2018-04-23-085110-153>
- Golombisky, K., & Hagen, R. (2024). *White Space is Not Your Enemy: A Beginner's Guide to Communicating Visually Through Graphic, Web & Multimedia Design* (4th ed.). CRC Press.
- Graphic Communications Open Textbook Collective. (2019). *Graphic Design and Print Production Fundamentals*. British Columbia, Canada: B.C. Open Textbook Project
- Stevens, R. (2020). *Powered by Design: An introduction to problem solving with graphic design*. Rocky Nook
- Wacom. *Discover What You Can Do with Wacom*. (2019). Wacom:
<https://www.wacom.com/en-us/support/product-support/tutorials>

Supplementary Materials: Selected case studies, handouts, and multimedia resources provided by the instructors.

6. Course Outline

Module 1: Applied Graphic Design

- Unit 1 Graphic design workflow
- Unit 2 Digital drawing
- Unit 3 Vector graphics
- Unit 4: Raster graphics
- Unit 5: Multimedia I
- Unit 6: Multimedia II
- Unit 7: Animation
- Unit 8: Data visualization

7. Academic Standard

To successfully complete the course, you must achieve a minimum passing score of 70% on each written and performance examination. Students whose weighted average falls below 75% will be assigned to academic probation. An exam may be re-administered at the discretion of the Academic Director after completing remedial training. The highest possible score you can achieve on a readministered exam is 70%. Failure to meet the 70% requirement on any examination may result in an academic recycle or elimination from the course.

Course Assignments

The course is assessed in five units, each weighted against your total grade. You must complete every assessment to demonstrate your ability to meet the course objectives.

Unit 3 Vector graphics is 25 percent of your grade based on this performance-based assignment:

- Create a vector graphic

Unit 4 Raster graphics is 20 percent of your grade based on this performance-based assignment:

- Create a raster graphic

Unit 5 Multimedia I and II is 15 percent of your grade based on these performance-based assignments:

- Multimedia I: Print media
- Multimedia II: Web multimedia

Unit 6 Animation is 36 percent of your grade based on this performance-based assignments:

- Animation

Unit 7 Data visualization is 4 percent of your grade based on this knowledge-based assignment:

- Data visualization

Assignment Requirements:

All of your coursework at DINFOS must directly support our core objective: Developing communication warriors who provide an information advantage to warfighting commanders.

As a DINFOS student, you are expected to incorporate a clear military connection in all assignments and align your work with strategic priorities. Your work must reinforce the warrior ethos central to the U.S. military's mission, operations, personnel, or history, support warfighting readiness and highlight America's premier fighting force.

To effectively support commanders in the fleet and the field, your work must align with the DOW's mission focus, values of lethality, warfighting readiness, homeland defense, and national security. Your products should emphasize military effectiveness and avoid unrelated topics.

Additionally, where appropriate, your products should incorporate America's founding principles, reinforcing their role as an ultimate fundamental force for good. By maintaining this clear and focused approach as a DINFOS-trained and mission-ready professional, you will uphold the integrity of the force and contribute to strengthening America's strategic position.

Late or Missed Assignments:

Every student is expected to complete and submit assignments, projects, and examinations on time in accordance with course deadlines. Timely submission is crucial to maintain academic discipline, meet course objectives, and prepare students for the demands of operational environments.

On-Time Submission Requirement: All student work, including assignments, projects, quizzes, and exams, must be submitted by the established deadline.

Late Submission Consequences (Without Prior Approval): Any assignment submitted late without prior approval by the Academic Director (AD) or their designee will receive a grade of zero.

Administrative and Academic Actions: In addition to receiving a zero, students who miss assignment deadlines may be subject to further administrative actions, which can include:

- Mandatory retesting or reassessment, if deemed appropriate by the AD.
- Formal counseling.
- Recommendation for Administrative or Academic Elimination from the course, depending on the severity or recurrence of the issue.

Instructor Documentation Requirements: Instructors must document all missed or late assignments in the student record system, including a clear explanation of the circumstances and any actions taken.

Student Responsibility: Students are responsible for managing their time and workload effectively. If a student anticipates difficulty meeting a deadline, they must communicate with the instructor before the deadline to request consideration. Any approval for late submission is at the discretion of the AD or their designee and must be documented.

8. Graduation Honors Program

Eligibility

- The top 10% of students enrolled in a class on day 1 who achieve a 90% or higher GPA are eligible for Honors.
- Recognitions include:
 - Distinguished Honor Graduate: Highest GPA above 90%.
 - Honor Graduates: Remaining top 10% with a GPA above 90%.
 - Top Graduate: Highest GPA in a class where no student achieves 90% or above.

Ineligibility

- Students not in good standing with their service detachments (e.g., UCMJ violations, Article 15, NJP, or negative permanent service record entries).
- Any student with an unfair advantage or perception of unfair advantage (e.g., recent DINFOS staff) as determined by the Commandant.

9. Academic and Administrative Policies

Academic Counseling

Students must meet the minimum academic standards outlined in [Section Seven Academic Standard](#).

Instructors will inform students of the minimum passing standards.

A student failing to meet standards may be:

- Placed on probation.
- Recommended for academic elimination or recycling.

Academic and Administrative Probation

Academic Probation:

- A formal process initiated when a student's academic performance is below academic standards or a significant potential for failure exists.
- Formal counseling for academic probation will include:
 - Justification for probation, such as failure, or risk of failure, of an assignment.
 - Plan of action to correct deficiencies, to include dates and times for remedial training, progress reviews, and/or probation evaluations.
 - Statement defining the required performance, action, or achievement needed for removal from probation, and possible consequences for failing to meet standards.
- Probations are reviewed weekly and the results are added to the student's record.
- Open-ended or "blanket" probation is not permitted. Counseling will include specific actions, such as the assignment of remedial training, or other definitive action that will promote academic improvement.
- Students can be removed from academic probation when they meet the conditions outlined in associated counseling. If an extension of probation is required, a new entry will be made in the official record during the weekly review.
- Students who fail to take the corrective action, and/or fail to meet the prescribed standard, may be recommended for academic recycle or elimination.

Administrative Probation:

- Administrative probation may be initiated when a student's conduct/behavior or adherence to policies must be corrected during school hours.
- Formal counseling for administrative probation will include:
 - Justification for probation.
 - Plan of action to correct deficiencies, to include progress reviews, or probation evaluations.
 - Statement defining the required corrective actions needed for removal from probation.
- Open-ended or "blanket" probation is not allowed. Administrative probation will be coordinated with the student's respective service detachment, and must include a course of action designed to correct conduct/behavioral deficiencies.
- Probations are reviewed weekly, and the results are added to the student record.
- Students who fail to take the corrective action, and/or fail to meet the prescribed standard, may be recommended for administrative elimination.

10. Attendance Policies

Students are expected to attend every class and should try to avoid absences during scheduled instruction. Excused absences will only be granted for illness, pre-arranged medical or dental appointments, out-processing, or emergencies. These must be coordinated with the student's Service Detachment and the DINFOS Registrar's Office (RO).

Absences exceeding one academic day for non-medical reasons require prior approval from the Director and coordination with the appropriate Service Detachment and AD.

- **Attendance.** The Service Detachment leadership is the approval authority for all student absences. The class leader must report any tardy or absent students to the instructors no later than 0915. Excused absences must be approved in advance unless due to unforeseen circumstances.
- **Absences and Tardiness.** Students not in class by 0855 are considered tardy, and service detachments will be notified immediately.
 - Excused absences must be documented in the student record system by the service detachment.
 - Undocumented absences will be considered Unexcused.
- **Unexcused Absences**
 - Unexcused absences will result in written counseling.
 - Students are responsible for missed content. Instruction missed due to unexcused absences will not be remediated.
 - Repeated unexcused absences may lead to administrative actions, including a recommendation for elimination from the course.
- **Sick Call and Medical Appointments**
 - For routine medical or dental visits, coordinate with your Service Detachment to schedule them through the Registrar's Office (RO) and Academic Director (AD) to avoid conflicts with critical training or tests.
 - The Service Detachment must document student attendance at sick call or a medical appointment in the sick call list or medical appointment schedule in the student record system no later than 0830 on the day of the appointment.

- Students must inform instructors immediately if they become ill and must return to their detachment or lodging. The instructor will document the absence in the student record system and notify the academic department chain of command.
- **Leave Requests:**
 - Instructors and Team Leaders do not have the authority to approve student leave requests.
 - All leave, including emergency leave, must be coordinated through the student's Service Detachment Leadership.
- **Emergency Leave:**
 - For **emergency leave**, students must contact their Service Detachment Commander, Service Representative, or Supervisor.
 - These requests must also be coordinated with the Registrar's Office.
 - Instructors will not discuss or process leave requests and must refer students to their Service Detachment for approval.

11. Code of Academic Integrity and Behavioral Standards

As an institution of higher learning, DINFOS is committed to uphold the highest standards of integrity, honesty, and ethical behavior. All students, staff and faculty are expected to obey the law, show respect for one another and proper authority, maintain integrity and high standards in academic work, and observe an appropriate high standard of conduct while on school premises.

To uphold this standard, DINFOS maintains a Code of Integrity for Academic and Behavioral Standards (the Code), to foster and promote a sense of respect and consideration of others, and to uphold standards of academic honesty and social conduct. The Code adopts five fundamental values for integrity as framed by the International Center for Academic Integrity (<https://academicintegrity.org/>) and embraced by more than 200 educational institutions nationwide. These five fundamental values are Honesty, Trust, Fairness, Respect, and Responsibility, and they serve as the foundation for understanding and abiding by the Code.

Honesty. The commitment to honesty is the core pursuit. Cheating, lying, fraud, theft, and other dishonest behaviors undermine the rights, welfare, and worth of the academic community. Honesty is expected of all members of the institution: students, faculty, staff, and administrators.

Trust. Consistent and reciprocal honesty creates trust. Faculty must provide clear expectations and evaluations of students' work. Students must perform this work honestly and diligently.

Fairness. All members of the school community have a right to be treated fairly. Fairness implies predictability, clear expectations, and a consistent application of policies and procedures. A violation by one member of the community affects the entire community, and will not be tolerated.

Respect. All members of the school community must respect and recognize each other as individuals, as all are entitled to their beliefs, opinions, culture, traditions, and property. All members should seriously consider the ideas of others. Rudeness, demeaning or disruptive behavior is the antithesis of respectful conduct.

Responsibility. High standards of individual scholarship and conduct are pivotal to the learning environment; each member of the school community must understand their role to create, maintain and uphold institutional integrity.

- **Student Responsibilities:** Students are responsible for meeting academic expectations, being on time, paying attention, participating in online and in-class discussions, respectfully listening to other points of view, being prepared for class, making thoughtful contributions, meeting academic deadlines, and performing to the best of their ability. Each student is expected to discourage and seek to prevent academic dishonesty by others. This may be as simple as covering one's own answers during a test, or as difficult as reporting a friend for cheating.
- **Faculty Responsibilities:** Each faculty member is responsible for delivering approved, official course content as written and designed to ensure the academic rigor of their courses; that the content of their courses is consistent with the description of the courses in the approved curriculum documents; make all reasonable efforts to deter academic dishonesty and report academic dishonesty when it occurs. All faculty must provide students with clear expectations, give full and honest feedback; value and encourage student aspirations and goals. Faculty members shall foster an expectation of academic integrity and make every reasonable effort to avoid situations conducive to infractions of this Code.
- **Institutional Responsibilities:** All members of the DINFOS community must uphold the integrity of the learning environment and to take action against those who violate the Code. Administrators, staff, and faculty are responsible for providing an environment conducive to learning and fostering academic integrity, and to treat all individuals on campus with respect. They must also ensure that procedures for due process are provided for students alleged to have violated the Code, and for students who believe they have not been treated fairly. Regardless of the circumstances, administrators, staff, faculty must not tolerate or ignore misconduct or academic dishonesty; violations of standards must be immediately investigated and addressed.

Cultivating an academic environment that values individuals whose actions reflect integrity is both challenging and uplifting. Being a person of integrity requires demonstrating both small and large acts of courage on a daily basis. The personal value to believe in, and act, in ways that live up to a higher ideal is the cornerstone of academic responsibility. The tenet behind the Code is that DINFOS is only as strong as the members who comprise its community, and each individual member must have and maintain a sense of community, personal integrity, and honesty.

Code of Academic Integrity and Honesty Pledge

The DINFOS Code of Integrity for Academic and Behavioral Standards outlines standards of integrity, honesty, and ethical behavior to be upheld by all members of the school community. All students must sign a pledge to uphold the Code, as follows: "I pledge on my personal honor to uphold and abide by the Code as long as I am enrolled at the Defense Information School (DINFOS)." Cheating and plagiarism are serious offenses and will not be tolerated. Students are expected to do their own work, unless collaboration is permitted by the instructor. Although students may refuse to sign a pledge, this refusal does not absolve them from adhering to the standards of the Code.

Criminal and Civil Laws: The Code does not deal with violations of criminal and civil laws. Students who violate criminal or civil laws while on campus, while attending school-sponsored or supervised functions, or while representing the school, will be subject to prosecution and punishment by the UCMJ and/or civil authorities.

Copyright: Copyright is the exclusive right of possession given an individual by law to protect literary, musical, or artistic work. Avoid violation by obtaining the author's permission to use the material. [Circular 1 Copyright Basics](#)

- **Penalties:** There are serious penalties for copyright infringement. Civil fines can range from \$750 to \$30,000 per work infringed, or more if a court decides you practiced "willful" infringement. You could also be charged with criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Individuals are personally responsible for copyright infringements.
- **Fair Use.** The courts have recognized certain limited uses of copyright material as "fair use" in some circumstances. Check with leadership and legal to make sure the limited use planned falls within the "fair use" guidelines. [U.S. Copyright Office Fair Use Index](#)
- The incidents and facts embodied in news items cannot be subject to copyright protection. However, the literary aspects (form, style, and language) of a news story are entitled to protection.
- What is not protected by copyright? [Copyright Quick Guide | Columbia University Libraries](#)
 - Facts or ideas
 - Titles, names, short phrases, or slogans (although these may be protected under trademark law)
 - Commonly known information
 - Procedures, methods, systems or processes
 - Works of the United States Government
 - Works that have passed into the public domain
- Copyright law applies to students as they complete assignments and prepare projects or papers using other peoples' works, or when students copy materials in any format. Student work is meant to be original. However, the learning process frequently involves building on the works of others. This often means quoting other authors, using ideas, photographs, or diagrams, borrowing data, or incorporating audiovisual works into presentations. Students are responsible to make sure any use of copyrighted material doesn't violate or infringe on the rights of copyright holders, and complies with all applicable copyright law. <https://nic.libguides.com/copyrightforstudents>
- Audio (e.g., music):
 - DINFOS maintains a shared drive of free music and audio for student and faculty use.
- Video:
 - Programs taped from TV (broadcast or "basic service" cable - i.e., for reception by the general public without charge) are permissible, but can only be kept for 45 days.
 - Programs taped from satellite transmissions are prohibited without license or permission.
- Multimedia:
 - Students and teachers may use limited amounts of copyrighted materials (generally 10% of the whole work) for classroom multimedia projects with proper attribution.
 - Photographs and/or illustrations are permissible, but within the limitation of 10% (or 15 images) from a collected work.

- Digital Materials and Online Content
 - Posting copyrighted materials to a publicly accessible web site is prohibited.
 - Fair use of copyrighted material is permitted on a course website if access is limited by a password or PIN. Note: Google Drives do not satisfy this restricted access requirement.

Plagiarism, Fabrication and Cheating

Plagiarism: Plagiarism encompasses a range of unethical actions that involve misrepresenting someone else's work as your own. It is not limited to simply copying and pasting text; it includes paraphrasing or summarizing someone's ideas without giving them credit, using their data or research findings without proper citation, and even incorporating their unique style or structure into your own work without acknowledgment. This applies to all forms of media, including written text, images, music, and video. Plagiarism is a serious offense that can result in academic, professional, and legal consequences. It is considered a form of intellectual theft and a violation of academic integrity.

Examples:

- Copying and taking ownership of the ideas, writings, or creative works of others and passing off/presenting them as your own. This includes the work of other students, printed material, online content (including U.S. Government/military websites), and any other works previously published, submitted elsewhere, or written for their respective commands.
- Copying word for word (i.e., quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution. Rephrasing or restating someone else's written or spoken words or ideas without giving proper attribution or citation., i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
- Using visual elements (e.g., graphs, drawings, photographs, images, videos, diagrams, tables, spreadsheets) from other sources without proper attribution in one's work.

Why does it matter? (<https://ask.lib.uiowa.edu/faq/167662>)

Plagiarism undermines the principles of academic integrity, honesty, and fairness. It diminishes the value of education by preventing individuals from demonstrating their true understanding and skills. In your career, it could impact the credibility and reputation of the DoW, your Service, and/or your unit.

Plagiarism compromises the learning process. DINFOS enforces a zero-tolerance policy for plagiarism, copyright infringement, fabrication, and cheating. As a student, your work must reflect your original thought, and not be a copy of someone else's original expression. If you incorporate other peoples' works, you must provide attribution using a citation to the original work.

Plagiarism can be unintentional, but it is still plagiarism. This can happen when you copy content into your work and forget to cite the original source. Avoid copying and pasting when creating academic work. Your work should be original and demonstrate your own thinking. Always remember to correctly cite all your sources to give credit to the original authors.

Self-Plagiarism refers to reusing any work previously created or submitted, including, but not limited to previous assignments, courses or duty stations. All work for every assignment must be created solely for that assignment. Students recycled into another iteration or course cannot resubmit an assignment previously submitted. Any exceptions will be made explicitly clear by the instructor ahead of time.

Avoiding Plagiarism (<https://ask.lib.uiowa.edu/faq/167662>)

- Take detailed notes. Keep track of all sources and the relevant information as you do research.
- Cite your sources. Whenever you use someone else's ideas, quotes, or information, provide proper citations using APA citation style ([APA website](#)).
- Paraphrase with care. If you're rephrasing information from a source, make sure you still maintain the original meaning and credit the source appropriately.
- Use quotation marks. When directly quoting a source, use quotation marks and provide a citation to indicate the exact words are not your own.
- Manage your time effectively. Procrastination can lead to rushed assignments and increase the likelihood of unintentional plagiarism. Plan your work in advance to avoid last-minute desperation.

Fabrication: Fabrication means to make up in order to deceive, and it is not allowed. The guidelines for plagiarism apply to fabrication, including representing falsehoods as facts, establishing quotes or making attributions to nonexistent sources, and creating the illusion of a factual basis for a claim.

Cheating: Cheating includes, but is not limited to, copying another student's answers on examinations and quizzes; using another student's files, photographs, audio or video files as one's own; stealing another student's idea for projects, features or exercises; receiving text messages of the answers via cell phone or any electronic device while testing or doing individual assignments; the giving of any of the above to someone else to use.

12. Generative Artificial Intelligence (AI) Standard of Conduct and Code of Ethics for Students

Note: Student permission to use artificial intelligence (AI) varies with each course. Always check with and follow your instructor's guidance for any assignment in your specific course.

Mass Communication Foundations training program and Generative AI. The use of generative AI tools (including but not limited to ChatGPT, Gemini, Firefly, Grammarly, etc.) is strictly prohibited for all stages of any assignment in this course unless explicitly stated otherwise in the assignment directions.

This prohibition includes, but is not limited to, using AI for brainstorming or generating any content (text, images, etc.) to fulfill academic requirements.

As members of the academic community, we all play a significant role in the ethical use of AI, and must actively participate in fostering an environment that embraces responsible AI practices. We are confident that by adhering to these ethical guidelines, we will continue to cultivate an atmosphere of intellectual honesty and academic excellence while harnessing the potential use of AI for the greater good.

The [Artificial Intelligence \(AI\) Standard of Conduct and Code of Ethics for Students and Instructors](#) (see instructor for a copy) are starting points for ethical discussions for the use of AI in an academic setting, and will be revised as DoW policies are released and technology evolves.

AI Glasses Policy. This policy establishes guidance for the use of AI Glasses within DINFOS. The intent is to ensure compliance with DoW security directives, maintain a secure learning and working environment, uphold academic integrity, and support professional and ethical conduct. It reflects DINFOS' commitment to fostering open academic dialogue while maintaining the highest standards of honor, integrity, and security.

Applicability: This policy applies to all military and civilian personnel including students, faculty, staff, contractors, and visitors assigned to or participating in DINFOS facilities, programs, or activities.

Definition: For this policy, AI Glasses are wearable electronic devices with capabilities such as audio/video recording (microphones, cameras), data storage/transmission, wireless connectivity, conversational AI assistants, or other embedded AI features. AI Glasses are considered part of the broader category of personal electronic devices (PEDs) and are subject to all applicable DoW, DMA, and DINFOS PED restrictions.

Prohibited Uses. Personally owned AI Glasses are prohibited within DINFOS facilities and during official duties if they possess or enable any of the following capabilities:

- Recording capabilities. Photography, video, or audio recording. Students may not record lectures, presentations, or Q&A sessions without explicit consent of the instructor and approval of the Dean of Faculty and Academic Affairs.
- Wireless/data transmission. Transceivers, Bluetooth, Wi-Fi, cellular, or other connectivity functions.
- Government system access. Any connection, either direct or indirect, to DoW or government information systems.

Artificial Intelligence Best Practices

Do:

- Check references from AI output or recommendations
- Access AI and other training resources to increase learning and knowledge
- Engage in conversation about AI
- Discuss how AI can affect academic integrity
- Determine if and how AI can support the process/objective of an assignment
- Cite proof of AI generated output that supports an assignment

Don't

- Copy AI-generated output directly into an assignment, especially in place of accomplishing the academic directive of the assignment.
- Rely on the accuracy of AI
- Ignore the human factor
- Assume anyone's knowledge of or understanding of AI Input any Personal Identifiable Information (PII), classified to controlled unclassified information (CUI), or information that could affect Operational Security (OPSEC) into an AI application
- Generate harmful content
- Assume these policies or ethical guidelines are static

Student Conduct

Students must maintain professionalism in the classroom. Sleeping, using phones, or engaging in sidebar conversations that disrupt learning is not allowed. Violations of student conduct policy will result in further action, which may include counseling, assignment to administrative probation, and/or recommendation for administrative elimination.

Standards

- Show respect and practice proper military courtesy at all times.
- Harassment of fellow students or staff members in any form will not be tolerated.
- Students will give way to seniors and instructors, or other staff members in hallways, render proper military salutes, render greetings as appropriate, and use proper ranks or titles when addressing staff or faculty members.
- Sleeping is not allowed in any DINFOS area.
- Students may use headphones while on break but not while walking.
- Students will not have cell phone conversations using the speaker function.
- Students cannot use faculty restrooms or breakrooms.
- Smoking is only authorized in the designated outside area.
- Follow detachment guidelines regarding cell phones, smoking, and driving.

Prohibited activities.

Students will not engage in:

- Any personal unofficial relationship or association with permanent party personnel. Students will not socialize, date, have a sexual relationship, or engage in other strictly personal and unofficial associations with permanent party personnel.
- Visiting private residences of permanent party personnel, either on or off-post or unofficially socializing with permanent party personnel in any restaurant, bar, tavern, or public/private establishment on or off-post. This prohibition should not be construed to prohibit socializing between members of immediate families or socializing based on pre-existing bona fide friendships with permanent party personnel or their families.
- Riding or accepting a ride in a privately-owned vehicle of permanent party personnel, except in emergency situations.
- Making or accepting an appointment for any DINFOS related counseling with any permanent party personnel at any location other than the schoolhouse or designated training sites.
- Public displays of affection and unnecessary touching between students are not authorized inside or outside of DINFOS facilities at any time.

Prohibited Activities Acknowledgement

- **Students/Trainees** must sign DD Form 2982 Recruit/Trainee Prohibited Activities Acknowledgement no later than the first day of training, with explicit and strict command guidance acknowledging their understanding and responsibilities as outlined in DoDI 1304.33. This form will be retained in the student/trainee file until they detach from the training command or school.
- **Questions.** Any questions about the appropriateness of a senior/subordinate or permanent party/student action or relationship should be brought to the immediate attention of the chain of command and NCO support channels for resolution and guidance.

Professionalism and Respect

Maintain professionalism at all times. Bullying, belittling, and hazing are strictly prohibited. Follow DoW and service-specific policies for Equal Opportunity (EO), Equal Employment Opportunity (EEO), and Sexual Harassment/Assault Response and Prevention (SHARP)/ Sexual Assault Prevention and Response (SAPR).

Uniform and Appearance

Adhere to your service's uniform and grooming standards. Ensure your uniform is clean and serviceable. Observe 'Fancy Friday' dress codes as directed by instructors or detachment leadership. Follow DINFOS guidance on appropriate civilian attire when it is permitted.

Student Access Badge

Your DINFOS student access badge is a controlled item, and must be worn inside the building and removed upon exit. Losing your badge must be reported to your instructor immediately, and may result in counseling, probation, or recommendation for elimination from the course.

Timeliness and Time Management

Arrive prepared and ready to learn before 0855 every morning. Use your 10-minute breaks for food, drinks, and restroom use. Leaving a lecture early is only allowed for emergencies.

Students are required to turn in all assignments on time: Only academic leadership can grant exceptions.

Computers, Cell Phones, Mobile Devices, and other Equipment

Be respectful to instructors, staff and other students. Turn off cell phones and other electronic devices during class. If you are awaiting an urgent call, please coordinate with your instructor for an accommodation.

Financial and Equipment Responsibility

You will be issued a government computer for the duration of the course, which is for official use only. Using it for texting, social media, or other personal activities during class is not permitted.

Additionally, you will receive a camera kit for training, which you must sign for and take full responsibility for. This equipment is government property, highly valuable, and requires special handling, which your instructors will explain.

Equipment, Locker, Lock and Key. Notify your instructor immediately if you lose any item or experience equipment issues. You are responsible for all assigned gear and may be held financially liable for any loss or damage, including:

- Laptops, cameras, camera kits, and light kits
- Student access badges
- Equipment lockers, locks, and keys

13. Additional Support

Instructor Availability. Additional assistance with training and one-on-one coaching is available to you upon request. Coordinate with your instructor for scheduling.

Important Phone Numbers

Medical (KACC: Bldg. 2480)

- Emergency: Call 911
- Sick Call Appointments: (301) 677-8606

Dental

- (301) 677-6078/6987

Red Cross (Bldg. 4408)

- (301) 677-3110
- (410) 674-2117

Weather Hotline

- (301) 677-MEAD (6323)
- DINFOS website and Facebook page also post weather related changes.

Student Detachments

- Navy: (301) 677-5112
- Marines and Coast Guard: (301) 677 5188
- Army: (301) 677-2386
- Air Force: (301) 677-5053

14. Student Grievances

For all non-school related issues

Students should use their military chain of command via their Service Detachment leadership.

For all school-related issues

- Students should discuss the matter with the lead instructor, who may consult with the academic director, department NCOIC, and the department head for guidance.
- If the matter is unresolved the student may submit a written description of the issue, along with supporting documentation to the appropriate training director.
- A student who is not satisfied with the response may request the submission be forwarded to the DINFOS Command Sergeant Major (CSM) or the Dean of Faculty and Student Affairs for review and/or possible investigation.
- The CSM or Dean of Faculty and Student Affairs will examine the submission and provide an appropriate response and a written description of the resolution. All decisions by the CSM or the Dean of Student Affairs are final.
- Students are also welcome to submit comments to the Commandant's Suggestion Program in the boxes located in the building. DINFOS leadership will review the submission and provide an appropriate response and a written description of the resolution.
- Although the school's appeals and grievance decisions are final, students who feel their concerns have not been satisfactorily resolved may contact our accrediting agency, the Council on Occupational Education (COE), at this address.

[Council on Occupational Education \(COE\)](#)

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (800) 917-2081

Final Note

This course is designed to prepare you for real-world operations in military settings, where clear communication and professionalism are critical to mission success. Engage actively, stay disciplined, and keep growing. Take initiative, embrace challenges, and strive for excellence: Your work shapes the military's voice.